

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**FLEET MANAGER**  
**City of Midland**

Internal and External Posting

For first consideration, apply by  
November 20, 2013 - however,  
applications will be accepted  
until the position is filled.

(Salary based on qualifications)

**Position:** Under general direction from the Director of Public Services, the employee in this position is responsible for maintaining a reliable, safe and efficient fleet to ensure City departments are able to effectively serve the community. The Fleet Manager plans, directs and monitors the acquisition, maintenance, repair and disposal of a diverse fleet of City vehicles and equipment to accomplish this purpose. The incumbent in this position leads a team of 14 employees, which includes some delegated day-to-day supervision through a Vehicle Maintenance Supervisor.

**Primary Responsibilities:** Responsible for long-term planning and day-to-day management of the fleet maintenance division including acquisition, utilization, repair, preventative maintenance and replacement of the vehicle fleet; establishes policies, guidelines and procedures for vehicle and equipment fleet maintenance. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Plans for staffing needs and participates in the hiring process for the department. Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures at the direction of the Director of Public Services. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments and cost control measures. Oversees, updates and maintains the computerized fleet maintenance program. Oversees the automated fuel management component of the fleet operation.

Oversees the division's fleet replacement program including recommending annual fleet replacement; develops specifications for purchasing equipment and vehicles. Ensures the work environment is in compliance with government, safety and environmental standards; assures the shop area, equipment and materials are maintained in a safe, clean and orderly fashion, assures security of storage and repair facilities; fosters and promotes a safety oriented workplace. Serves as the liaison for the Fleet Maintenance Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence. Provides responsible staff assistance to the Director of Public Services; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to fleet maintenance programs, policies, and procedures as appropriate. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of fleet maintenance; incorporates new developments as appropriate.

Performs related duties as required.

**Requirements:**

1. Bachelor's degree from an accredited college or university with coursework in business administration, public administration, or other related field
2. Five years of increasingly responsible fleet maintenance and repair administration experience, including three years of supervisory responsibility.
3. Any combination of education, training and experience that would provide the required knowledge skills and abilities equivalent to those attained through requirements #1 and #2 above.
4. Demonstrated knowledge of mechanical maintenance and repair procedures/methodology; knowledge of modern equipment, technology, brands and parts components.
5. Thorough knowledge of all federal, state and local regulations to ensure compliance with safety and environmental standards
6. Experience in planning, organizing and directing budget and staff to accomplish specific technical demands and accountabilities
7. Ability to effectively communicate verbally and in writing to a wide variety of audiences including City Council, City staff, contractors and the general public
8. Demonstrated knowledge of technology and specific software applications to accomplish tasks and solve work related problems; specific knowledge of industry standard fleet management software to effectively manage all aspects of the City fleet.

**Preferred Qualifications:** Experience with municipal government, including budget and purchasing.

**Physical Demands**

While performing the duties of this job, the individual must regularly move around the office, operate a City vehicle; attend meetings at off-site locations and navigate through field sites and construction projects; must be able to work at a desk with office machinery; communicate with individuals in person and by telephone; repetitively operate all standard office and field equipment; required to occasionally lift objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; and interact with other coworkers, other departments, and others encountered in the course of work.

Note: This position is within the unclassified service of the City of Midland, as identified by Section 2-67 of the Code of Ordinances. APPOINTMENT WILL BE MADE BY THE CITY MANAGER.

OFFICIAL APPLICATION FORMS and further information may be obtained from the Department of Human Resources, City Hall, 333 W. Ellsworth, Midland, MI. Phone: (989) 837-3357. Fax: (989) 837-5718. Website: [www.midland-mi.org](http://www.midland-mi.org)

The City of Midland (City) considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The City also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.